

Recruitment Specialist with Croatian and English (Bucharest)

Deutsche Telekom Services Europe Romania S.R.L.

Job ID: 50493
Country: Romania
Location: Bucharest
Region: Bucharest
Employment Type: Full Time - Regular
Job Level: Graduate
Languages Required: Croatian

Job Description

 Responsibilities:

- Creates job requisitions and selects predefined selection tools, methods and channel
- Handles posting to standard channels and agencies in line with locally defined guidelines
- Handles all incoming job applications (email, paper and through the system)
- Screens candidates (data quality, qualification, special conditions, online tests)
- Creates candidate reports and ensures recruitment statistics
- Organizes interviews
- Performs reference and pre-hire checks
- Communicates project status to candidates and maintains and updates candidate database
- Answers questions from all stakeholders related to recruitment process

Job requirements

 Requirements:

- AdvancedCroatian and Englishlanguage knowledge (oral and written)
- Customer service focus and strong interpersonal skills required
- Listening skills
- Reliability
- Strong analytical and problem solving skills
- Strong verbal/written skills and attention to detail
- Ability to consistently deliver high quality customer service in a professional manner
- Taking initiative in a proactive manner to improve own and team work practices

Deutsche Telekom Services Europe Romania S.R.L.

If you want to join this innovative team and take the opportunity to be part of a growing company, apply now!

Contact

Deutsche Telekom Services Europe Romania S.R.L.

DTSE Romania
anca.gheorghe@telekom.com